



COMMITTEE OF THE WHOLE

Monday, June 17, 2019

6:30 p.m.

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Pages

1. CALL TO ORDER

Chaired by Councillor Teresa Jansman

2. APPROVAL OF AGENDA

RECOMMENDATION

That the agenda be adopted as presented.

3. DECLARATIONS OF INTEREST

4. PRESENTATIONS

4.1 Pride Flag Raising Ceremony

5. DELEGATIONS

6. FINANCE & CORPORATE SERVICES

Portfolio Chair: Councillor Ray Young

6.1 Staff Report 48-2019 - May 2019 Financial Report

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RECOMMENDATION

For information only.

7. OPERATIONS

Portfolio Chair: Councillor Gauri Shankar

7.1 Staff Report 49-2019 - Work Order- Risk Matrix

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RECOMMENDATION

For information only.

8. ECONOMIC DEVELOPMENT, BUILDING, BY-LAW, PLANNING & HERITAGE

Portfolio Chair: Councillor Teresa Jansman

8.1 Staff Report 50-2019 - Parking Survey Results

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RECOMMENDATION

For information only.

9. WATER & WASTEWATER

Portfolio Chair: Councillor Lee McConnell

10. PROTECTIVE SERVICES & COMMUNITY LIAISON

Portfolio Chair: Councillor Mike Ostrander

11. CAPITAL & PROJECTS

Portfolio Chair: Councillor Leanne Burton

12. NEW BUSINESS

13. PERIOD FOR MEDIA QUESTIONS

14. CLOSED SESSION

14.1 Purchase & Sale

RECOMMENDATION

That Committee of the Whole resolve into Council and move into Closed Session at _____ to address a matter pertaining to:

14.1 Purchase & Sale

- Under Section 239(2) of the Municipal Act, 2001 - a proposed or pending acquisition or disposition of land by the municipality or local board; and

That the CAO/Treasurer, Director of Operations, Director of Administration/Clerk, Deputy Clerk, and Tourism & Recreation Coordinator remain in the room.

15. **RISE AND REPORT**

16. **ADJOURNMENT**



		Date Req'd
Information Purposes	X	Jun 17 '19
Policy / Action Req'd		
Strategic Plan		

STAFF REPORT TO COMMITTEE OF THE WHOLE

Report No. 48-2019

June 17, 2019

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: May 2019 Financial Report

Recommendation:

For information only.

Analysis:

Income Statement

The quarterly partnership payments are received in January, April, July, and October, while property taxes invoices are issued in February and July. The Modernization funding of \$591,400 was received in March and is reflected in the year to date revenue and expenses. Other grants and revenue based on activity, tend to be received in the latter part of the year. For example, the bulk of the recreation revenue is received in the summer months. This pattern coincides with the positive expense variance in the Recreation and Cultural budget but was negative for the month of May as expenditures have accelerated. The Ontario Community Infrastructure Funding is received in the later part of the year which coincides with the paving season and will be recorded as it is spent in the transportation lines.

As mentioned above, the \$591,400 for Modernization was received in March and has been put into reserve thereby skewing the year to date expenses for the corporate areas. Recreation and culture expenses are heavily skewed to the summer months with the matching revenue. The month of May saw a large influx of revenue mostly related to marina activity and payment of boat slips for the season.



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As mentioned last month, there are three identified budget pressures that have arisen over the past few weeks and have been updated below:

1. The Health Unit levy cost sharing formula between the Provincial and Municipal governments has been revised effective April 1st. This will result in an additional contribution of \$18,468 for 2019 by the Town of Prescott. The Province has announced a one year pause of the implementation of the cost sharing formula changes and as such we are no longer facing the additional \$18,468 in 2019.
2. The Provincial funding for interlibrary loan services has been reduced effect April 1st. It is estimated that the cost to maintain the service by using Canada Post will be an additional \$3,000 to \$4,000 per year. The inter-library loan service is now going through the Post Office, but libraries will be reimbursed for these costs. There is the added cost of the resource pools being moved between libraries, but we are looking at ways to mitigate such costs.
3. The cost sharing relationship between the Province and Municipal governments for paramedic, childcare, and Ontario Works programs have been revised effective April 1st. These changes will require an additional \$63,060 contribution from the Town of Prescott to the United Counties of Leeds and Grenville, who administers these programs on our behalf. Staff at the United Counties are reviewing the program budgets to determine where savings can be derived from. The Province announced a one year pause on implementing these changes for paramedics and childcare programs. We are expecting the levy to remain relatively close to what was budgeted for 2019.

Staff at the Town of Prescott are scrutinizing the budget closely to find any possible cost savings or additional revenue opportunities available to help offset these increases that will be a challenge in 2020.

Alternatives:

None

Financial Implications:

None



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Attachments:

Operating Budget Report – May 31, 2019

Submitted by

Matthew Armstrong
Chief Administrative Officer & Treasurer

Income Statement 2019 Operating Budget

	Month			Year-to-Date			Total 2019 Budget
	Budget	Actual	Variance B (W)	Budget	Actual	Variance B (W)	
Revenue							
Corporate	697,241	22,671	(674,570)	3,486,205	5,042,105	1,555,900	8,366,892
Protective	16,610	4,050	(12,560)	83,048	36,915	(46,132)	199,314
Transportation	22,805	3,108	(19,697)	114,024	3,128	(110,896)	273,658
Environmental	14,833	21,862	7,028	74,167	69,179	(4,988)	178,000
Health	2,117	4,248	2,131	10,583	7,548	(3,036)	25,400
Social	12,025	3,558	(8,467)	60,125	63,485	3,360	144,300
Recreation and Cultural	44,501	121,761	77,260	222,505	178,767	(43,738)	534,012
Planning & Development	7,013	1,652	(5,361)	35,063	20,352	(14,711)	84,150
Total	817,144	182,909	(634,235)	4,085,719	5,421,478	1,335,759	9,805,726
Expenses							
Corporate	156,551	101,334	55,218	782,756	1,096,177	(313,421)	1,878,616
Protective	178,802	165,311	12,928	894,008	852,410	41,598	2,145,619
Transportation	186,313	150,615	35,698	931,563	805,935	125,628	2,235,751
Environmental	25,258	27,876	(2,617)	126,292	141,170	(14,878)	303,100
Health	30,106	27,506	2,600	150,530	141,645	8,885	361,271
Social	74,811	37,399	37,412	374,054	360,579	13,474	897,729
Recreation and Cultural	125,733	147,204	(21,471)	628,665	469,435	159,230	1,508,795
Planning & Development	39,570	28,733	10,188	197,852	172,467	24,135	474,845
Total	817,144	685,975	129,956	4,085,719	4,039,818	44,651	9,805,726
Net Operations	0	(503,067)	(503,067)	1	1,381,660	1,381,660	0
Water & Wastewater Revenue	239,582	167,690	(71,892)	1,197,910	573,716	(624,195)	2,874,985
Water & Wastewater Expense	239,582	163,910	75,669	1,197,910	1,086,536	111,355	2,874,985
Net Water & Wastewater	-	3,780	3,780	-	(512,820)	(512,820)	-



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STAFF REPORT TO COMMITTEE OF THE WHOLE

Report No. 49-2019

Date: June 17, 2019

From: Dan Beattie, Director of Operations

RE: Work Order – Risk Management Matrix

Recommendation:

For information only.

Background / Analysis:

The next phase of the work order system implementation is to start scheduling the work in advance of the work being completed. In order to accomplish this, we need to develop a risk matrix to prioritize the work to be completed. This risk matrix will serve as the tool to schedule work:

Severity	Consequences				Increasing Likelihood				
	People	Assets	Enviromental	Town Reputation	A	B	C	D	E
					Never heard of the Industry	Heard of the Industry	Has happened in the Company or more than once per year in the Industry	Has happened at the Location or more than once per year in the Company	Has happened more than once per year at the Location
0	No injury or health effect	No damage	No effect	No impact	0A	0B	0C	0D	0E
1	Slight injury or health effect	Slight damage	Slight effect	Slight impact	1A	1B	2C	1D	1E
2	Minor injury or health effect	Minor damage	Minor effect	Minor impact	2A	2B	2C	2D	2E
3	Moderate injury or health effect	Moderate damage	Moderate effect	Moderate impact	3A	3B	3C	3D	3E
4	From 1 up to 3 injuries	Major damage	Major effect	Major Impact	4A	4B	4C	4D	4E
5	More than 3 injuries	Massive damage	Massive effect	Massive impact	5A	5B	5C	5D	5E



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Each task will be assigned a number and letter in correspondence with the risk matrix. The higher the number and letter, the higher the risk and subsequently the work needs to be completed sooner.

The colour correspondence is below:

Blue – Routine, low risk work

Yellow – Medium risk work, respond instantly to lower the risk, then schedule the work to be competed.

Red – High risk, repair instantly.

Alternatives:

- No alternatives at this time

Financial Implications:

By using this risk matrix and scheduling the work in advance, we will develop an even more efficient operation, which in turn will see a cost savings as the plan moves through the process.

Attachments: N/A

Submitted by

Dan Beattie
Director of Operations



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STAFF REPORT TO COMMITTEE OF THE WHOLE

Report No. 50-2019

June 17, 2109

From: Shawn Merriman, Manager of Building and By-law

RE: Parking Survey Results

Recommendation:

For information only.

Background / Analysis:

At the direction of Council, staff organized and provided a survey to Town residents over a 20 day period from May 21, 2019 until June 10, 2019. The survey collected well over 100 responses and helps to start narrowing down some areas to address in the Parking By-Law 47-2017. **Staff is now recommending that a parking working group be established to focus on parking solutions to be brought forward to Council for further consideration and approval.**

The information that can be taken from this survey is that most of the issues regarding parking are at this time in relation to space south of the railroad tracks and concentrated in the commercial core.

As a base line, most people felt that a parking spot within 500 feet was a reasonable expectation. Over half the respondents have no issues with parking and can find parking when they are searching for parking in town. Having said that, almost 50% do have issues and the goal is to help those persons. The survey also confirmed in general the three concerns discussed in the earlier report: the two hour limit on King Street, overnight parking, and long-term parking. Two new areas emerged regarding limiting parking to one side of the street in narrow roadways and more accessible parking.



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The comment section was filled in by 57 of the respondents, or about 50%. It was interesting to note the consistency of many of the responses including making parking to one street only on many off streets, more accessible parking, and the need for residents to have parking. Plus a perception that many business owners and their staff are tying up parking in the area.

Alternatives:

The current suggestion of staff is to maximize use of the existing stock of both on-street and municipal lot parking. Other alternatives could include creation of new lots, or increasing the amount of time for allowed parking. These would be explored with the working group in more detail.

Financial Implications:

Staff suggestion of maximizing use of existing spaces would have minimal impact on revenues or expenditures.

Attachments:

Parking Survey Results

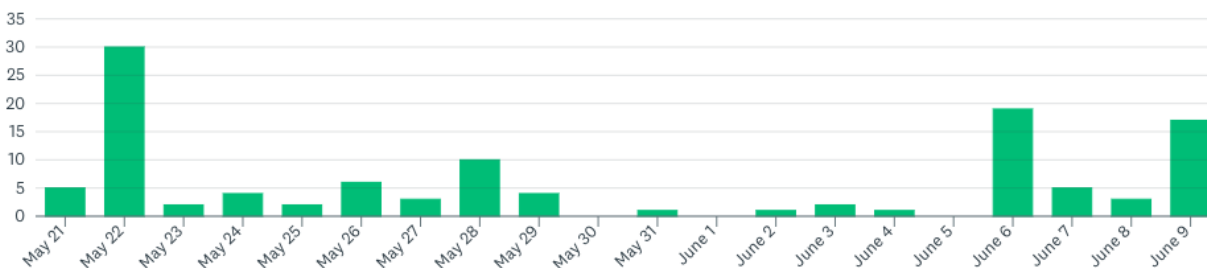
Submitted by

Shawn Merriman
 Manager of Building and By-law

Happy to report that there were a total of 115 survey responses to the Parking Efficiencies Survey (105 online and 10 hard-copies). Hard copies were available at Walker House Adult Recreation Centre and the Municipal Building.

The survey was open for 20 days, May 21 - June 10.

5/21/2019 - 6/9/2019



Responses to the questions as presented was as follows:

Are you willing to park within 150 metres (or about 500 feet) of where you need to be, if necessary?

Yes	91	79%
No	24	21%

What activities requires you to park in Prescott? (select all that apply)

Work within the Town of Prescott	39	32%
Visit for shopping	92	80%
Visit for entertainment	59	51%
Visit for recreation and leisure	62	54%
Visit family and friends	43	37%
Other	22	19%

Would you need oversized parking locations (larger than 9 feet by 18 feet)?

Yes	4	3%
No	111	97%

Would you be willing to pay a fee for parking within the Town?

Yearly	1	0.87%
Monthly	4	3.48%
Weekly	0	0%
Daily	13	11.3%
Not willing	97	84.35%

Do you live or work within the Town of Prescott?

Work	23	20%
Live	66	57%
Both	26	23%

Is parking an issue?		
Yes	52	45%
No	63	55%

Why does parking in Prescott affect you? (select all that apply)

Work within Town of Prescott	39	36%
Visit for shopping	84	78%
Visit for entertainment	53	49%
Visit for physical activities	43	40%

Do you find adequate parking spaces when searching in Prescott?

Yes	72	62%
No	43	38%

If no, indicate the areas that cause the greatest concern:

There were 76 responses to this survey question, who could select all that apply.

North and East of railroad tracks	2	3%
North and West of railroad tracks	1	1%
East and South of railroad tracks	4	5%
West and South railroad tracks	12	16%
Downtown core	70	92%

Any other comments?

There were 57 comment responses.